



City Recorder **Non-Exempt, Full-Time** **Administrative Department**

Job Summary: Under general supervision of the City Manager, responsible for maintenance of official public records; preparation and review of agenda documents, ordinances, resolutions and public notices; and provision of general administrative support of the city manager, board of commissioners and other city boards.

Equipment Used / Job Locations / Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will operate a computer, fax machine, postage machine, copier and other modern office equipment. The employee works mainly indoors in an office environment.

Essential Functions & Job Responsibilities: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Serving as the city's custodian of records, preserves the official public records of the city, including original copies of ordinances, minutes of the board of commissioners, contracts, bonds, title deeds, and other official papers, records, and documents; and provides copies and certifies copies; assists in planning and preparing for Board of Commissioners meetings, including preparing agendas and meeting packets, recording/transcribing meeting minutes, distributing documentation as appropriate, maintaining records, or other tasks as necessary; post meeting notices, minutes, public hearing notices, agenda and other required announcements in area newspapers and on the city's website; attends Board of Commissioners meetings and keeps minutes, obtains signatures where required, and maintains records of the proceedings of such meetings; assists the city manager in review and preparation of ordinances and resolutions; prepares meeting briefing packets for board of commissioners; maintains custody of the city seal; ensures all ordinances, which amend the municipal code book, are included in the municipal code

update and placed correctly into the official record; assists with preparation of the annual budget for departmental operations and provides support to the finance director as needed; maintains a comprehensive, current knowledge and awareness of laws and regulations pertaining to the office of city recorder and the board of commissioners; maintains professional affiliations; reads professional literature; attends workshops and training sessions as appropriate; assists in development of records management policies, rules and regulations; prepares daily bank deposits; possesses the ability to be bonded; responds to routine requests for information from officials, employees, members of the staff, the public or other individuals.

Additional Work Performed: Organizes meetings for the city manager; updates the city website with the schedule of public meetings and any changes in administration (e.g. when a new board member is appointed or elected); prepares original and final drafts of correspondence, letters, memoranda, forms, press releases and other documents via computer; answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary; screens calls extensively and initiates problem resolution; prepares departmental files; maintains file system of departmental records; performs other duties as required.

Required Knowledge & Abilities: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily.

Knowledge / Education: Employees in this classification will have extensive knowledge of the policies, procedures, and activities of the city and administration department practices as they pertain to the performance of duties relating to the job of city recorder. Has extensive knowledge of administration department practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in State laws, city ordinances, policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Contact with the public and media, in a variety of situations, may be frequent. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with

computers. Is able to read, understand and interpret financial reports and related materials.

Ability to: compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things; speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants; read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of city recorder; write reports with proper format, punctuation, spelling and grammar, using all parts of speech; speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice; ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of city recorder; ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives; ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference; ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the job of city recorder.

This position is considered safety sensitive and is subject to the City's drug and alcohol random testing policy.

Training & Experience: A typical way of obtaining the knowledge, skills and abilities outlined above is graduating from high school or GED required with a college graduate preferred; at least three years responsible experience at an executive level, preferably within a local government (or related agency which provides public service) or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must be able to demonstrate and effectively use Microsoft Office products, especially Word, Excel, and PowerPoint. Requires strong communications skills, both verbal and written.

Current municipal clerk and recorder certification from the State of Tennessee is preferred. Certification is required to be obtained within three years from the date of hire unless the employee meets the criteria for exemption as established in T.C.A. 6-54-120. In addition, certification must be maintained by attending a minimum of 18 hours of continuing education courses every three years.

Physical & Mental Demands: The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this class, an employee is regularly required to operate a variety of automated office machines which includes a computer, printer, facsimile machine, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for sedentary work.

Mental Demands: While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with City staff, other organizations and the public.